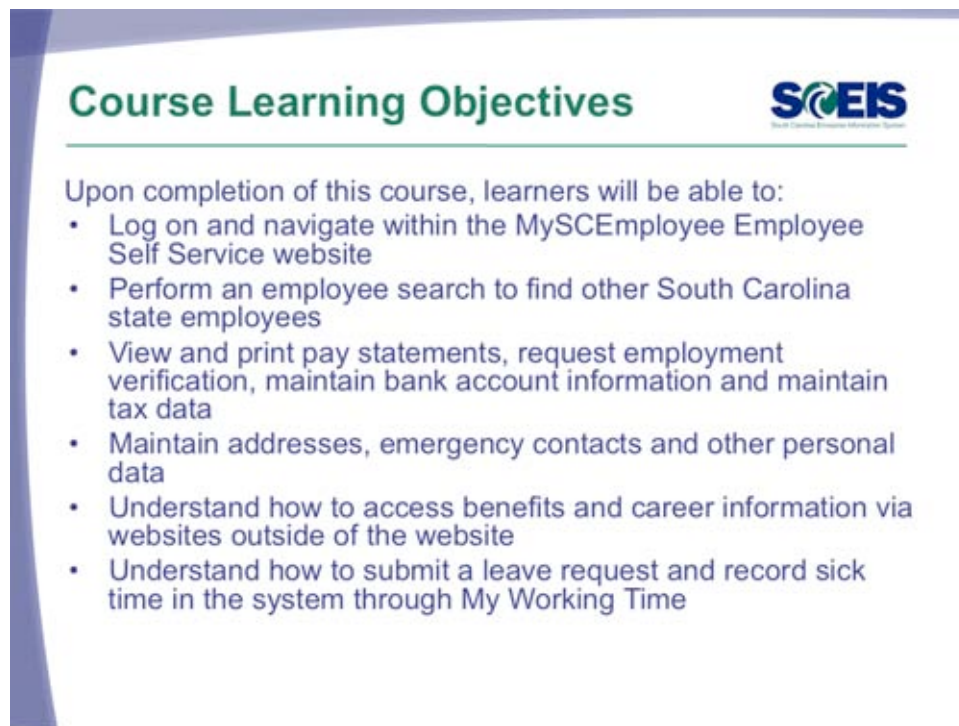





Welcome to ESS100 – Employee Self Service. This course will provide state employees with the terms, concepts, knowledge and skills associated with using most of the functions within the MySCEmployee Employee Self Service (Employee Self Service) website.



The slide features a purple and white design. On the left, a thick purple vertical bar curves towards the center. The title 'Course Learning Objectives' is in green, with a horizontal green line below it. The SOEIS logo is in the top right corner. The text 'Upon completion of this course, learners will be able to:' is followed by a bulleted list of seven items.

Course Learning Objectives




Upon completion of this course, learners will be able to:

- Log on and navigate within the MySCEmployee Employee Self Service website
- Perform an employee search to find other South Carolina state employees
- View and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Maintain addresses, emergency contacts and other personal data
- Understand how to access benefits and career information via websites outside of the website
- Understand how to submit a leave request and record sick time in the system through My Working Time


Employee Self Service enables employees to perform their own administrative tasks in support of life and work events.

Upon completion of this course, you should be able to:

- Log on and navigate within the MySCEmployee Employee Self Service website
- Perform an employee search to find other South Carolina state employees
- View and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Maintain addresses, emergency contacts and other personal data
- Understand how to access benefits and career information via websites outside of the website
- Understand how to submit a leave request and record sick time in the system through My Working Time



Course Map



- Logging into MySCEmployee Employee Self Service website
- My Employee Search Overview
- My Pay Overview
- My Personal Info Overview
- My Benefits Overview
- My Career Overview
- Submitting Leave Requests and Recording Sick Time
- Review and Summary

Approximate Course Time: 1 hour

Note: This course does not cover Employee Self Service Time Entry or Travel and Expenses. Those topics are covered in the ESS110 and TV120 Courses

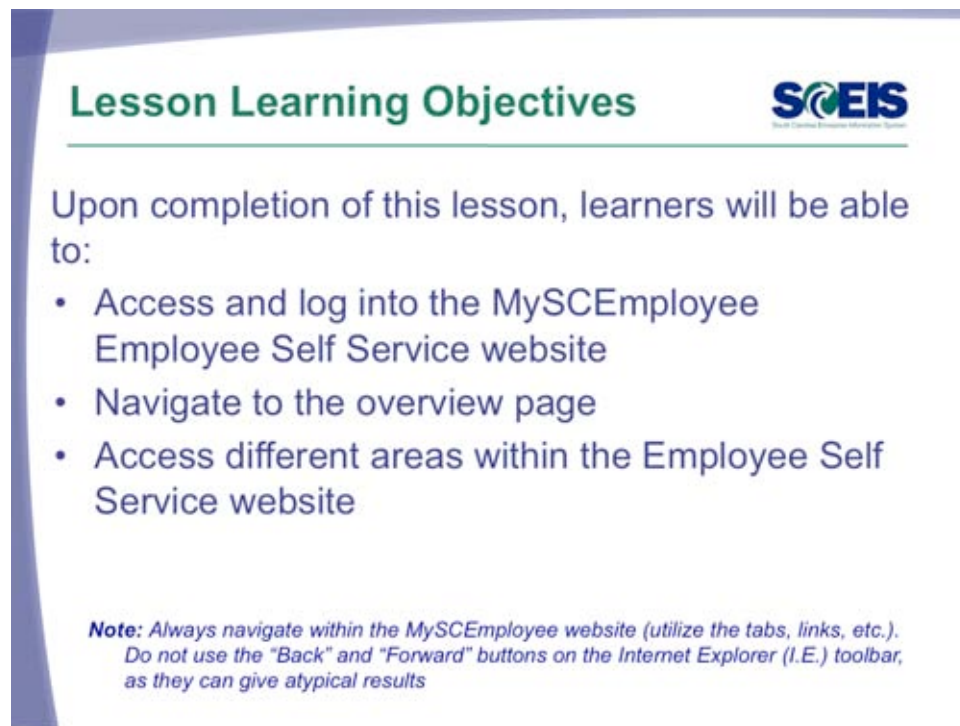
The course map includes:

- Logging into MySCEmployee Employee Self Service website
- My Employee Search Overview
- My Pay Overview
- My Personal Info Overview
- My Benefits Overview
- My Career Overview
- Submitting Leave Requests and Recording Sick Time
- Review and Summary

Note: *It is important to note that this course does not cover Employee Self Service time entry or travel and expenses. Those topics are covered in the ESS110 and TV120 Courses.*



Logging into MySCEmployee Employee Self Service website



Lesson Learning Objectives

Upon completion of this lesson, learners will be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different areas within the Employee Self Service website

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different functional areas within the Employee Self Service website

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

MySCEmployee Login Page 

1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password in the areas indicated
3. Click the Log On button to be directed to the MySCEmployee splash page

Note: Always navigate within the MySCEmployee website (utilize the tabs, links, etc.). Do not use the "Back" and "Forward" buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results




6

To access the MySCEmployee website:

1. Using your web browser (e.g. Internet Explorer) type <https://myscemployee.sc.gov>
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated.
3. Click the Log On button to be directed to the MySCEmployee splash page

MySCEmployee Splash Page



1. In the upper left-hand corner of the page it should read Welcome followed by your name.
2. To access the main Employee Self Service page, click the blue Employee Self Service tab.
3. Be sure to pay attention to the News of Interest section for relevant human resources, payroll and system information and updates.
4. In the upper right-hand corner of the page is the Log Off button. Underneath the Log Off button are the Back and Forward links which allow you to move back and forth between the different areas of the website you have visited.

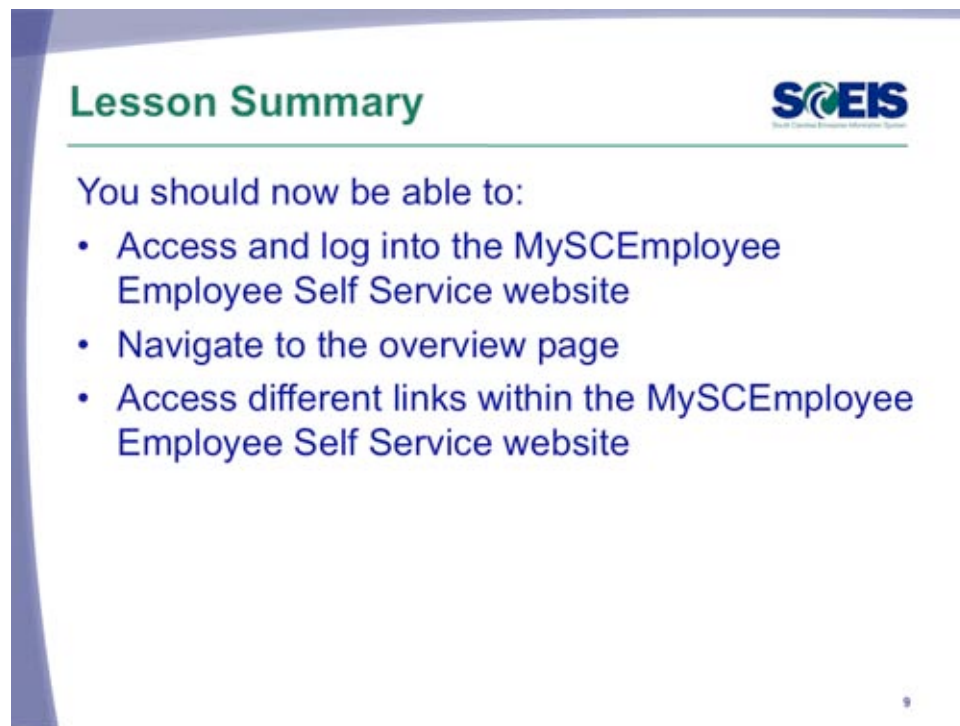


Once you are correctly logged into MySCEmployee, you will see a welcome greeting in the upper left-hand corner of the page. Whenever you log in, we encourage you to check the news of interest section for relevant human resources, payroll and system information and updates. To access the main Employee Self Service page, click the blue Employee Self Service tab, located near the top of the page.



From the Employee Self Service overview page, you can perform many of your own human resources and payroll related administrative activities.

1. Notice that the Employee Self Service tab turned green because it is now active.
2. You can access any of the seven Employee Self Service links (My Employee Search, My Pay, My Benefits, My Career, My Working Time, My Personal Info and My Travel and Expenses) either from the submenu or from the main body of the page.
3. Notice some sections of the main body of the page have Quick Links. Quick Links allow users to access some of the commonly used Employee Self Service features faster.



Lesson Summary

SOEIS
South Carolina Employee Information System

You should now be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different links within the MySCEmployee Employee Self Service website

Lesson Summary

You should now be able to:

- Access and log into the MySCEmployee Employee Self Service website
- Navigate to the overview page
- Access different functional areas within the Employee Self Service website



My Employee Search

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Access My Employee Search
- Conduct an employee search
- Review the search results

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Access My Employee Search
- Conduct an employee search
- Review the search results



To access My Employee Search function, from the Employee Self Service overview page, click on the My Employee Search link located on either the submenu bar or the main overview area. The red circles highlight both options.

MySCEmployee Employee Self Service My Employee Search (cont.)

From the My Employee Search overview page select **Who's Who** to begin searching for a state employee. Using the Who's Who link, you can find an employee's:

- Contact information including work e-mail address and phone number
- Personnel area (Agency)
- Position
- Organizational unit (Division or Department)



Note: No sensitive data, such as pay information, is available through My Employee Search


13

From the My Employee Search overview page select Who's Who to begin searching for a state employee. Using the Who's Who function, you can find an employee's:

- Contact information including work e-mail address and phone number
- Personnel area
- Position
- Organizational unit

Note: No sensitive data, such as pay information, is available through My Employee Search

MySCEmployee Employee Self Service – My Employee Search (cont.)



Employees can search for other state employees by name or organizational unit. Wild card (*), also known as an asterisk, searches can be used in any field. To use the Who's Who link, enter a last name, first name, or organizational unit (also known as their department or division) in the appropriate field. It is important to note that the less information you provide (e.g. only providing a letter, such as J*) the longer the search will take because the system will generate results for every state employee whose last name starts with the letter J, for instance.

Who's Who

Search for an employee with the last name Jones.

Please enter the search criteria

Advanced search

Last name: Jones

First name: J*

Use an asterisk (*) in the first name field to search for all employees with the last name Jones and whose first name starts with a J.

First name	Last name	Middle name	Personal area	Organizational unit
Text	ACRIS		ADJUTANT GENERAL'S OFFICE	
Text	ACRIS		ADJUTANT GENERAL'S OFFICE	
Text	ACRIS		LEG DEPT- THE SENATE	ACCOUNTING SERVICES DIV
Text	ACRIS		DEPARTMENT OF AGRICULTURE	CONSULTING SERVICES UNIT
Text	ACRIS		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Text	ACRIS		STATE AUDITOR OFFICE	EXECUTIVE OFFICE
Text	ACRIS		STATE AUDITOR OFFICE	EXECUTIVE OFFICE

A list of employees who meet the search criteria are listed. Select the person you are looking for to see contact information.

Employees can search for other state employees by name or organizational unit. Wild card (*), also known as an asterisk, searches can be used in any field. To use the Who's Who function, enter a last name, first name, or organizational unit in the appropriate field. It is important to note that the less information you provide (e.g. only providing a letter, such as J*) the longer the search will take because the system will generate results for every state employee whose last name starts with the letter J, for instance.

MySCEmployee Employee Self Service— My Employee Search (cont.)

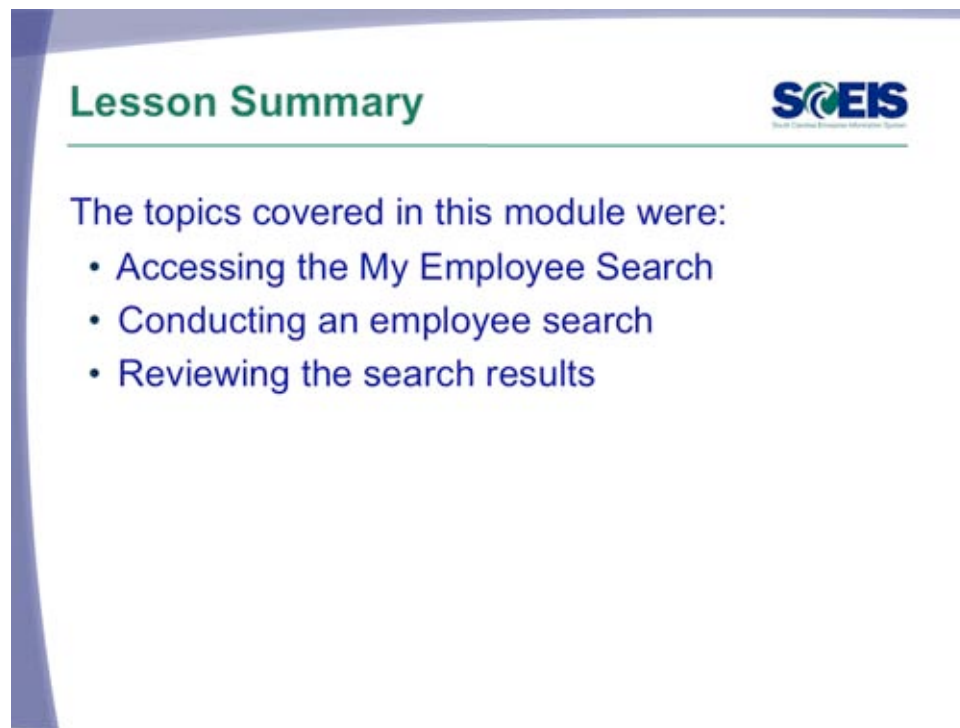


- From our example, we are displaying contact information for an employee named **Test6 Jones**.
- The employee profile displays basic organizational information and state contact information.

Employee profile for Test6 Jones	
Communication	
Area Code + Telephone:	
Extension:	803-999-9999
E-mail:	JTEST6@SC.GOV
Department	
Organizational unit:	EXECUTIVE OFFICE
Miscellaneous	
Last name:	Jones
First name:	Test6
Middle name:	
Personnel area:	STATE AUDITOR OFFICE
Back to Result List	

15

From our example, we are displaying contact information for an employee named Test6 Jones. Notice that the employee profile displays basic organizational information and state contact information.

A graphic representing a presentation slide. It has a light blue background with a darker blue curved border on the left and top. The title 'Lesson Summary' is in green at the top left. The SOEIS logo is at the top right. The main text is in blue, listing topics covered in the module.

Lesson Summary

SOEIS
South Carolina Employee Information System

The topics covered in this module were:

- Accessing the My Employee Search
- Conducting an employee search
- Reviewing the search results

Lesson Summary

You should now be able to:

- Access My Employee Search
- Conduct an employee search
- Review the search results



My Pay

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction
- Set up a Savings Bond account

18

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction
- Set up a Savings Bond account



To access the My Pay function, from the Employee Self Service overview page, click on the My Pay link located on either the submenu bar or the main overview area. The red circles highlight both options.

MySCEmployee Employee Self Service – My Pay Overview Screen

From the **My Pay** overview page, you will be able to view and print pay statements, create an employment and salary information request, maintain bank account information for direct deposit, maintain federal and state tax withholdings, enter a voluntary recurring deduction or a one-time voluntary deduction.

Pay Statement

Employment Verification

Bank Information

W-4 Tax Withholding

Voluntary Recurring Deduction

One-Time Voluntary Deduction

MySCEmployee

My Pay

Pay Information

Direct Deposit and Banking

Deductions and Withholdings

20

From the My Pay overview page, you will be able to view and print pay statements, create an employment and salary information request, maintain bank account information for direct deposit, maintain federal and state tax withholdings, enter a voluntary recurring deduction or a one-time voluntary deduction.

21

To generate a pay statement, click on the Pay Statements link from the My Pay overview screen. The pay statement is generated in pdf format and can be printed or saved.

MySCEmployee Employee Self Service
– My Pay (Employment Verification)

To generate an employment verification request, click on the **Employment Verification** link from the My Pay overview screen, fill in the required fields, click the **Next Step** button and save your request.

Employment Verification

1 Selection 2 Review and Send 3 Completed

Please select the type of form.

☒ Verification of position and start date
☐ Verification of position, start date, and current year's earnings
☐ Verification of position, start date, and current and previous 2 years' earnings

Communication Type
☒ Send by Fax ☐ Send by Mail

Please enter the recipient's address.


Name:
Company:
House Number / Street:
City / State / ZIP Code:
Fax:

22

To generate an employment verification request when trying to obtain a loan, click on the Employment Verification link from the My Pay overview screen, fill in the required fields, click the Next Step button and save your request.

MySCEmployee Employee Self Service—My Pay (Bank Information)

To access the Bank Information, click on the **Bank Information** link from the My Pay overview screen. South Carolina State Employees can have up to two direct deposit accounts, a Main Bank account and a Supplemental Account. To add /edit or change the account information, click the **Edit** button for the appropriate account type (Main or Other).



23

To access the Bank Information, click on the Bank Information link from the My Pay overview screen. South Carolina State Employees can have up to two direct deposit accounts, a Main Bank account and a Supplemental Account. To add /edit or change the account information, click the Edit button for the appropriate account type (Main or Other).

MySCEmployee Employee Self Service— My Pay (Edit Bank Information)

SOEIS
South Carolina Employee Information System

- To enter, edit or change bank account information, enter the routing number, bank account number and the account type in the appropriate fields.

Routing Number

Bank Account

Account Type

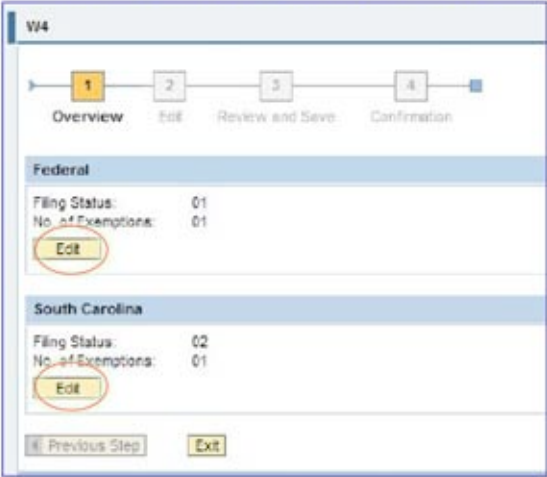
- Once this information is entered, click the **Review** button on the bottom of the page to verify your changes.

24

To enter, edit or change bank account information, enter the routing number, bank account number and the account type in the appropriate fields. Once this information is entered, click the Review button on the bottom of the page to verify your changes.

**MySCEmployee Employee Self Service—
My Pay (W-4 Tax Withholding)**

To access W-4 information, click the **W-4 Tax Withholding** link from the My Pay overview screen. Your current state and federal tax withholdings will be displayed. If you want to edit your tax withholdings, select the appropriate **Edit** button to adjust your withholding status.



W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Federal

Filing Status: 01
No. of Exemptions: 01
Edit

South Carolina

Filing Status: 02
No. of Exemptions: 01
Edit

Previous Step Exit

25

To access W-4 information, click the W-4 Tax Withholding link from the My Pay overview screen. Your current state and federal tax withholdings will be displayed. If you want to edit your tax withholdings, select the appropriate Edit button to adjust your withholding status.

MySCEmployee Employee Self Service
My Pay (W-4 Tax Withholding)

Input your tax information in the appropriate fields, put a check in the **Declaration** box and click the **Review** button. Note: If the declaration box is not checked, the transaction will not be processed.

W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Tax Authority: FED
Filing Status: Single
No. of Exemptions: 01
Additional Withholding: 10.00 USD
Tax Exempt Indicator: Not Exempt

Declaration
☐ Declaration
Under penalties of perjury, I certify that I am entitled to the number of withholding exempt status.


Previous Step Review Exit

26

Input your tax information in the appropriate fields and click the Review button.

MySCEmployee Employee Self Service – My Pay (Voluntary Deductions)


To set up a voluntary recurring or voluntary one-time deduction, click the appropriate **Voluntary Recurring Deduction** or **Voluntary One-Time Deduction** link from the My Pay overview screen. When prompted click the **New** button.



27

To set up a voluntary recurring or voluntary one-time deduction, click the appropriate Voluntary Recurring Deduction or Voluntary One-Time Deduction link from the My Pay overview screen. You will be prompted to enter the appropriate information to set up either a recurring or one-time deduction.

MySCEmployee Employee Self Service – My Pay (Voluntary Deductions)



1. Enter the Start Date for the Deduction
2. Select the appropriate Deduction Type and enter the amount, then click the **Save** button.

Voluntary Deductions (Recurring)

Overview **Edit**

Start Date: 10/02/2009

Deduction Type: American Heritage Life

Deduction Amount: 0.00

[Previous Step](#) [Save](#) [Exit](#)

3. The new Voluntary Deduction will display on the Recurring Voluntary Deduction Table.

Recurring Voluntary Deductions (Recurring)

Start Date	End Date	Deduction Type	Deduction Amount
10/02/2009	10/02/2009	American Heritage Life	0.00

[New](#) [Edit](#) [Delete](#)

Enter the Start Date for the Deduction

Note: When creating a new deduction, the system will use a default start date based on the pay period. The first deduction will appear in the paycheck associated with that time period. For example, if a deduction is created on June 13, the system will use the start date of June 2. The pay period of June 2-16 will be paid on July 1.

Select the appropriate Deduction Type and enter the amount, then click the Save button.

The new Voluntary Deduction will display on the Recurring Voluntary Deduction Table.



To enroll in the Savings Bond Purchase Program, click the **Savings Bond** link from the My Pay overview screen.

MySCEmployee Employee Self Service – My Pay (Savings Bond Enrollment)



Next click the New button. Then complete the new Savings Bond Purchase Page.

Note: When enrolling, the system will use a default start date based on the pay period. The first deduction will appear in the paycheck associated with that time period. For example, if a deduction is created on June 13, the system will use the start date of June 2. The pay period of June 2-16 will be paid on July 1.

30

Next click the New button. Then complete the new Savings Bond Purchase Page.

Note: When enrolling, the system will use a default start date based on the pay period. The first deduction will appear in the paycheck associated with that time period. For example, if a deduction is created on June 13, the system will use the start date of June 2. The pay period of June 2-16 will be paid on July 1.

MySCEmployee Employee Self Service – My Pay (Savings Bond Program Enrollment)

Savings Bond Purchase Information

1. Enter the **Start Date** for the Deduction
3. Select the **Type of Bond** to be purchased from the pop-up window. The options are EE Series or I Bonds.
4. Select the **Bond Denomination** from the pop-up window
5. Enter the **Deduction Amount**. This amount will be deducted each pay period to purchase Savings Bonds.

Savings Bond Purchase

1 Pay Period Start Date: * 10/02/2009

2 Bond Series: *

3 Bond Denomination Amount: *

4 Bond Deduction Amount: * 0.00


Note: When creating a new deduction, the system will use a default start date based on the pay period. The first deduction will appear in the paycheck associated with that time period. For example, if a deduction is created on June 13, the system will use the start date of June 2. The pay period of June 2-16 will be paid on July 1.

31

Savings Bond Purchase Information

1. Enter the Start Date for the Deduction
 - Note: When creating a new deduction, the system will use a default start date based on the pay period. The first deduction will appear in the paycheck associated with that time period. For example, if a deduction is created on June 13, the system will use the start date of June 2. The pay period of June 2-16 will be paid on July 1.
3. Select the type of Bond to be purchased from the pop-up window. The options are EE Series or I Bonds.
4. Select the Bond Denomination from the pop-up window
5. Enter the Deduction Amount. This amount will be deducted each pay period to purchase Savings Bonds.

MySCEmployee Employee Self Service – My Pay (Savings Bond Program Enrollment)



**Purchaser and Beneficiary/
Co-Owner Information**

1. Complete the Purchaser Information. Most of the information will default from the Employee's Profile. Verify the Information.
2. If Applicable, enter the **Beneficiary/ Co-Owner's Information**. These fields are not required.
3. Click the **Save** button.

Note: An asterisk () denotes a required field*

Savings Bond Denomination

Name: *

SSN/Tax-ID: *

House No/Street: *

City/State: *

Zip/Country: *

Beneficiary/Co-Owner: ☒ Beneficiary ☐ Co-Owner

Name:

SSN/Tax-ID:

Purchaser and Beneficiary/Co-Owner Information

1. Complete the Purchaser Information. Most of the information will default from the Employee's Profile. Verify the Information.
2. If Applicable, enter the Beneficiary/ Co-Owner's Information. These fields are not required.
3. Click the Save Button.

Note: An asterisk (*) denotes a required field

Lesson Summary



You should now be able to:

- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction
- Set up a Savings Bond account

33

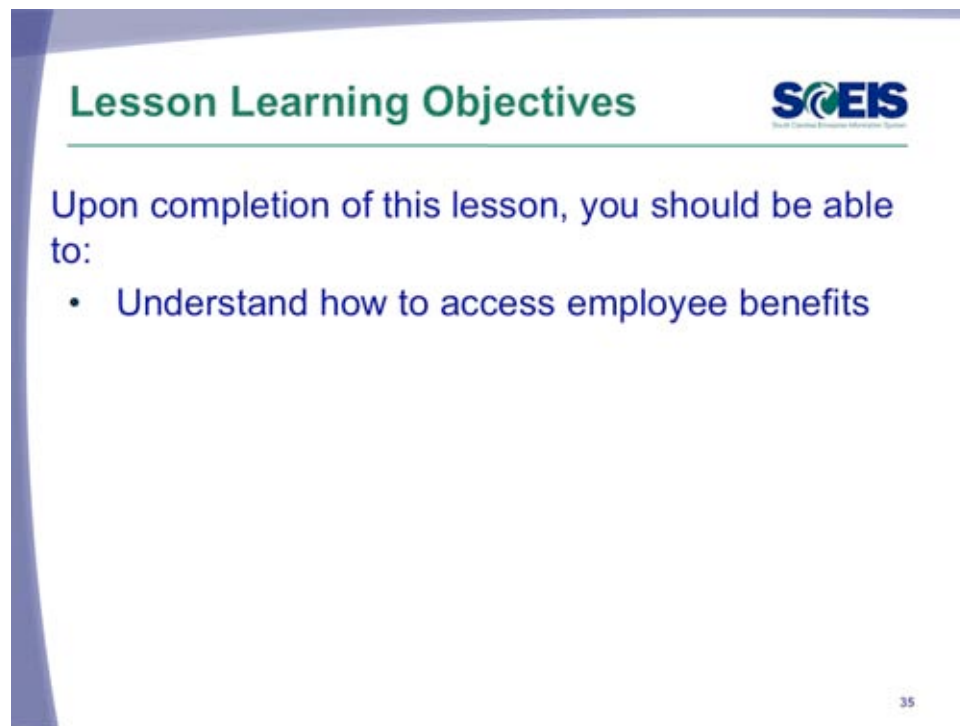
Lesson Summary

You should now be able to:


- View and print pay statements
- Understand how to request employment verification
- Maintain bank account information
- Maintain tax data
- Enter a recurring or a one-time voluntary deduction
- Set up a Savings Bond account



My Benefits

A presentation slide with a purple and white design. The title 'Lesson Learning Objectives' is in green. The SOEIS logo is in the top right. The text 'Upon completion of this lesson, you should be able to:' is in blue. A bulleted list follows with one item: 'Understand how to access employee benefits'. A small number '35' is in the bottom right corner.

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

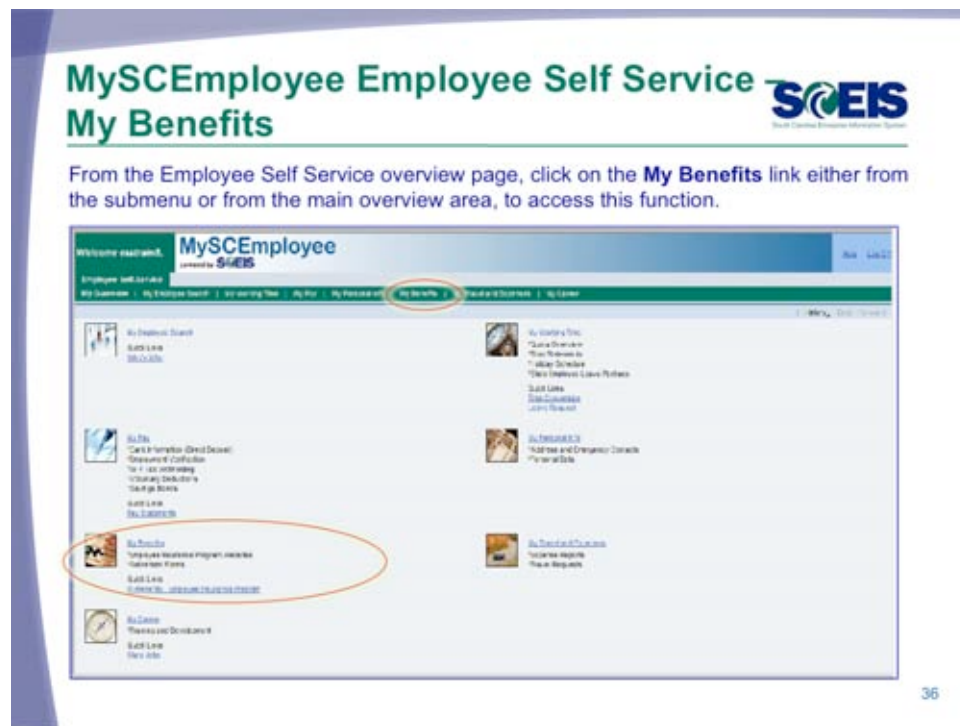
- Understand how to access employee benefits

35

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Understand how to access employee benefits



To access My Benefits information, from the Employee Self Service overview page, click on the My Benefits link located on either the submenu bar or the main overview area. The red circles highlight both options.

MySCEmployee Employee Self Service

My Benefits (cont.)

From the **My Benefits** page, you will be able to access a variety of state agency websites, like the Employee Insurance Program and the South Carolina Retirement System, that offer benefits-related services.

- Employee Insurance Program
- MyBenefits EIP
- MoneyPlu\$ FBMC
- MoneyPlu\$ NBSC
- South Carolina Retirement Systems
- SC Deferred Compensation



37

From the My Benefits page, you will be able to access a variety of state agency websites, like the Employee Insurance Program and the South Carolina Retirement System, that offer benefits-related services.

MySCEmployee Employee Self Service – My Benefits (cont.)

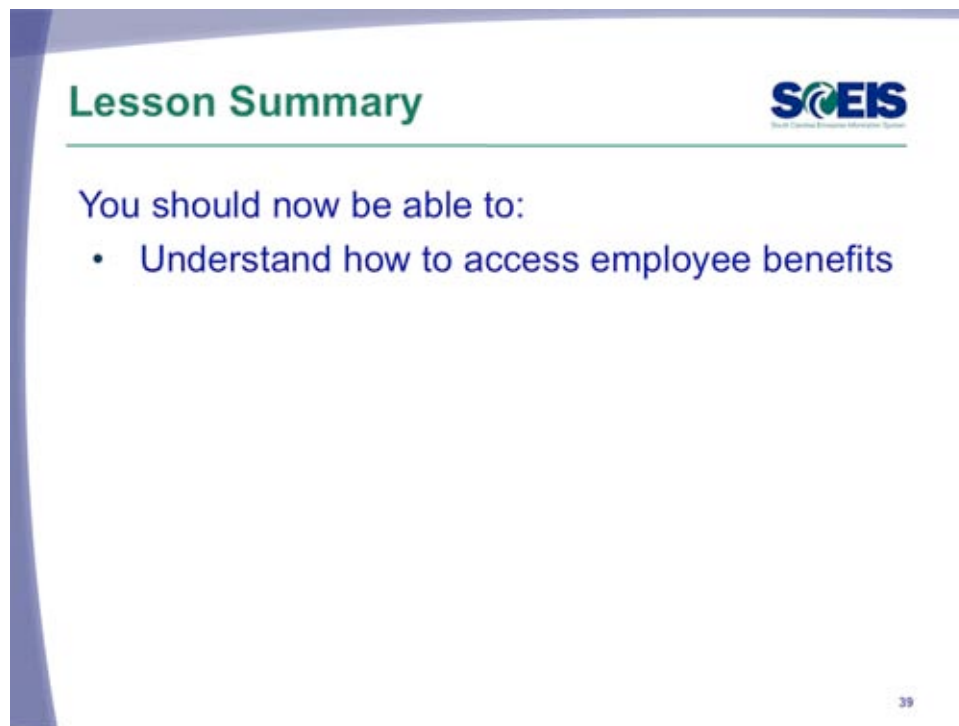
SC EIS
South Carolina Employee Information System

From the **My Benefits** page, you can visit various other state-benefits related websites by clicking the appropriate link, to include:

- Employee Insurance Program (EIP)
- MyBenefits EIP
- MoneyPlu\$ - FBMC
- MoneyPlu\$ - NBSC
- South Carolina Retirement Systems
- SC Deferred Compensation

From the My Benefits page, you can visit various other state-benefits related websites by clicking the appropriate link, to include:

- Employee Insurance Program (EIP)
- MyBenefits EIP
- MoneyPlu\$ - FBMC
- MoneyPlu\$ - NBSC
- South Carolina Retirement Systems
- South Carolina Compensation

A presentation slide titled "Lesson Summary" with the SOEIS logo in the top right corner. The slide content states: "You should now be able to:" followed by a bulleted list: "• Understand how to access employee benefits". The slide has a blue header bar and a light blue background with a dark blue curved border on the left side. The SOEIS logo is in the top right corner.

Lesson Summary

You should now be able to:

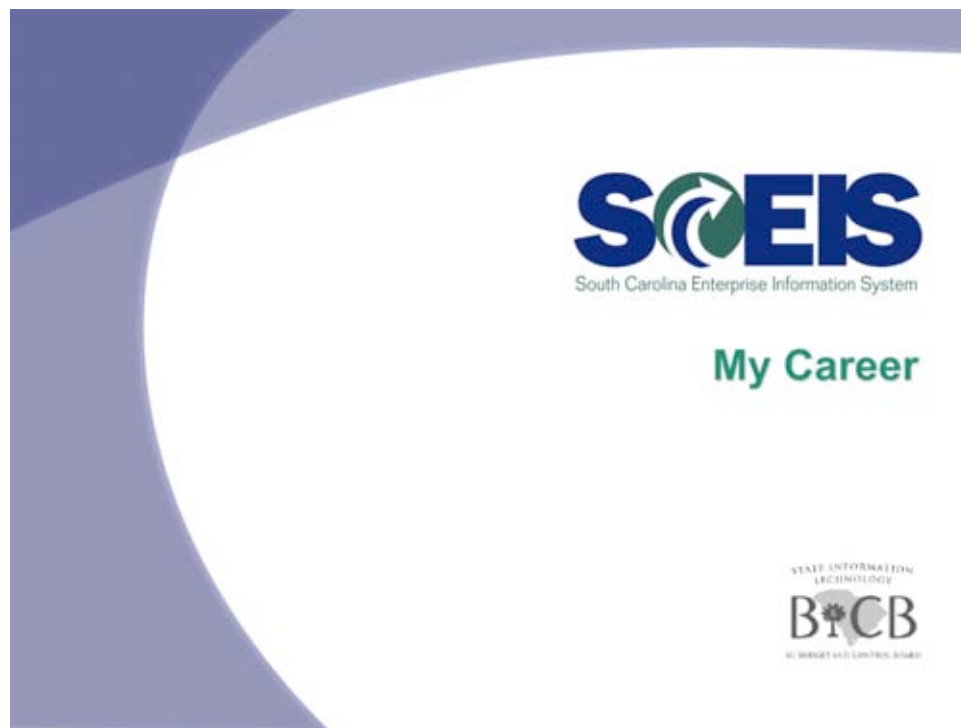
- Understand how to access employee benefits

39

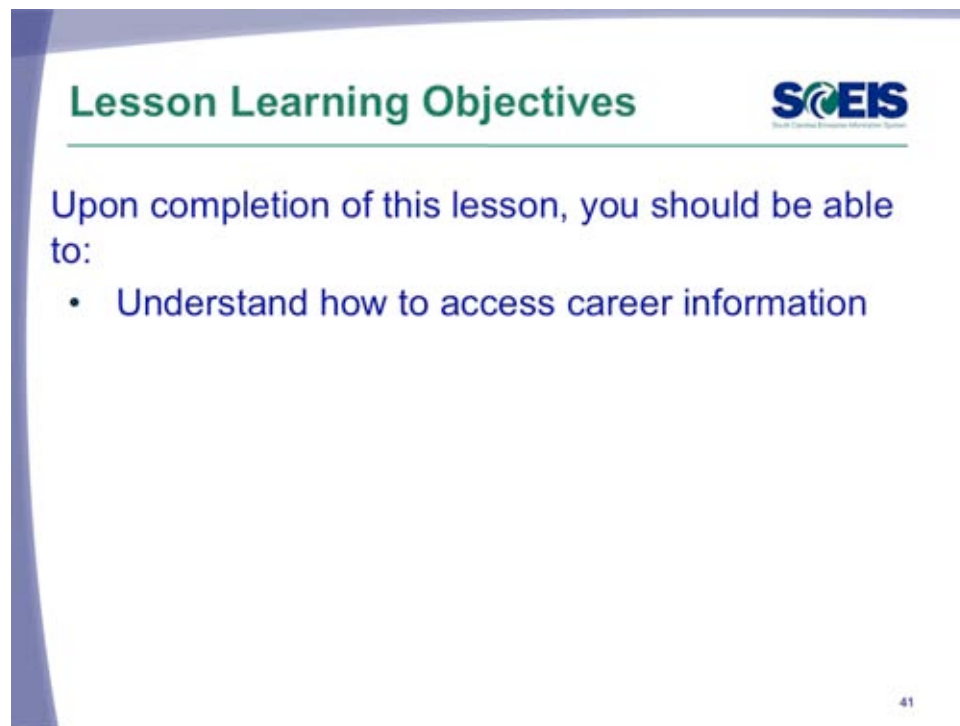
Lesson Summary

You should now be able to:


- Understand how to access employee benefits



My Career

A presentation slide with a purple and white design. The title 'Lesson Learning Objectives' is in green. The SOEIS logo is in the top right. The text 'Upon completion of this lesson, you should be able to:' is in blue. A bulleted list contains one item: 'Understand how to access career information'. The number '41' is in the bottom right corner.

Lesson Learning Objectives



Upon completion of this lesson, you should be able to:

- Understand how to access career information

41


Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Understand how to access career information2

MySCEmployee Employee Self Service – My Career

From the Employee Self Service overview page, click on the **My Career** link either from the submenu or from the main overview area, to access this function.



The screenshot displays the MySCEmployee Employee Self Service interface. The top navigation bar includes links for My Career, My Information, My Payroll, My Time, My Training, My Performance, My Documents, and My Account. The 'My Career' link is highlighted in the top navigation bar. The main content area is divided into two columns. The left column contains links for My Career, My Information, My Payroll, My Time, My Training, My Performance, My Documents, and My Account. The right column contains links for My Career, My Information, My Payroll, My Time, My Training, My Performance, My Documents, and My Account. The 'My Career' link is highlighted in the left column.

42

To access My Career information, from the Employee Self Service overview page, click on the My Career link located on either the submenu bar or the main overview area. The red circles highlight both options.

MySCEmployee Employee Self Service – My Career (cont.)

From the **My Career** page, you will be able to access the state jobs website, as well as OHR's training and development website.



The screenshot shows the 'MySCEmployee' web interface. At the top, there's a header with the 'SCEIS' logo. Below it, a navigation bar contains links: 'My Career', 'My Training', 'My Benefits', 'My Pay', 'My Personal Info', 'My Records', 'My Travel and Expenses', and 'My Career'. A sidebar on the left has two buttons: 'State Jobs' and 'Training and Development'. The main content area is titled 'My Career' and includes a 'Career and Job' section with a search bar and a large compass graphic with 'CAREER' written on it.

From the My Career page, you will be able to access the state jobs website, as well as the Office of Human Resources' training and development website.



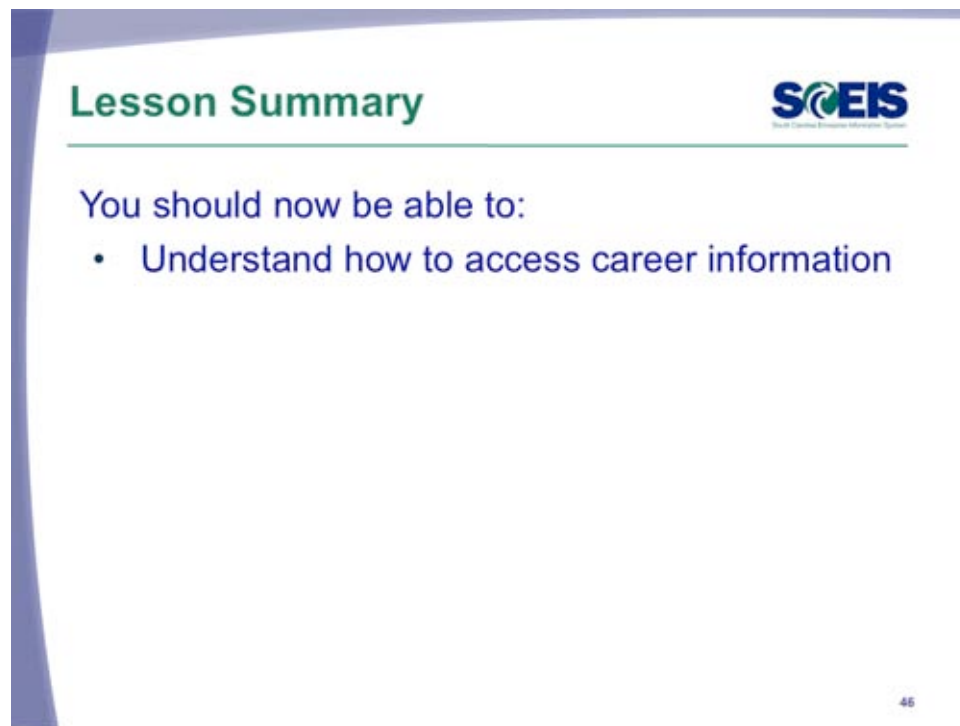
South Central Economic Initiative Support

[illegible]

From the My Career overview page, you can visit the South Carolina E-Recruitment website by clicking the State Jobs link.



From the My Career overview page, you can visit the Office of Human Resources' training and development website by clicking the Training and Development link.

A presentation slide titled "Lesson Summary" with the SOEIS logo in the top right corner. The slide lists one objective: "Understand how to access career information". The slide has a blue and white color scheme with a curved blue border on the left side.

Lesson Summary

SOEIS
South Carolina Employee Information System

You should now be able to:

- Understand how to access career information

46

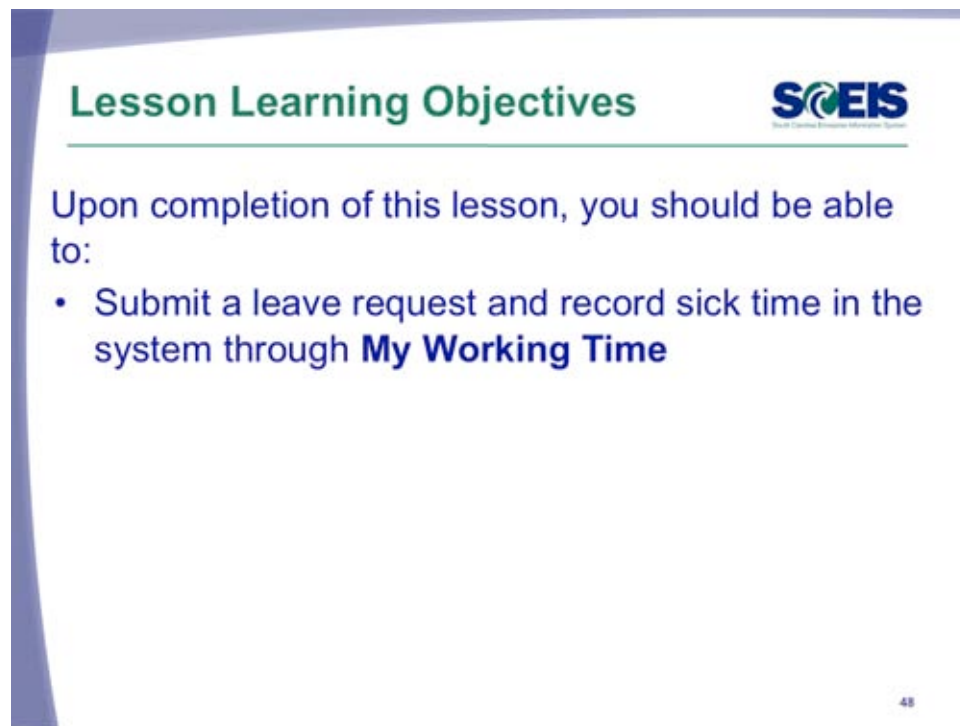
Lesson Summary

You should now be able to:

- Understand how to access career information



Submitting Leave Requests and Recording Sick Time

A presentation slide with a purple header and a light blue background. The title 'Lesson Learning Objectives' is in green. The SOEIS logo is in the top right. The text 'Upon completion of this lesson, you should be able to:' is in blue. A bullet point follows, stating 'Submit a leave request and record sick time in the system through My Working Time' in blue.

Lesson Learning Objectives

SOEIS
South Carolina Employee Information System

Upon completion of this lesson, you should be able to:

- Submit a leave request and record sick time in the system through **My Working Time**

48

Lesson Learning Objectives

Upon completion of this lesson, you should be able to:

- Submit a leave request and record sick time in the system through **My Working Time**

MySCEmployee Employee Self Service – My Working Time


From the Employee Self Service overview page, click on the **My Working Time** link either from the submenu or from the main overview area, to access this function.

49

From the Employee Self Service overview page, click on the My Working Time link either from the submenu or from the main overview area, to access this function.

MySCEmployee Employee Self Service – My Working Time

From the **My Working Time** page, you will be able to access the Leave Request link to request leave and record time used for sick leave.



50

From the My Working Time page, you will be able to access the Leave Request function to request leave and record time used for sick leave.

MySCEmployee Employee Self Service – Leave Request

SCSIS
South Carolina Employee Information System

- Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken
- Managers will approve the requests in Manager Self Service

Similar to other transactions within the MySCEmployee website, at the top of the **Leave Request** page there is a progress chart that walks employees through each step of leave request process. The first step, **Display and Edit**, allows employees to identify the type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

- Employees will use this to request leave, such as annual leave and comp time, and to record sick time taken
- Managers will approve the requests in Manager Self Service
- Similar to other transactions within the MySCEmployee website, at the top of the Leave Request page there is a progress chart that walks employees through each step of leave request process. The first step, Display and Edit, allows employees to identify the: type of leave to be used; dates leave will be taken; time or duration of the request; the approver; as well as a place to include a note for your approver.

Note: The time or duration fields should only be completed if the employees is requesting a partial day of leave, otherwise the duration will be calculated based on the employees work schedule.

MySCEmployee Employee Self Service – Changing Approvers



The **Approver** field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor with the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and approve (or reject) the request.

To change the Approver, click the  button to the right of the **Approver** field.

Next, enter the **Last Name**, **Personnel Number** or **User Name** of the desired approver in the appropriate fields and then click the **Go** button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the **Review** button.

Leave Request

February 2010 March 2010 April 2010

ALABAMA LEAVE

To request or report leave, enter the required data and choose Review.

Type of Leave:

Date: To:

Time: To:

By whom:

Approver:


Advanced Search

Last Name: Personnel Number: User Name:

Last Name	Personnel Number	User Name
FRANKLIN, JOHN	10120008	W33716
ALLEN, JUSTIN	10120008	W33717
LESTER, KATHY	10120008	W33718

Page 1 of 1

The Approver field will default to the employee's direct supervisor, but this may be changed to another manager/supervisor with the employee's organization unit. The approvers should only be changed if the employee's direct manager is unavailable to review and **approve (or reject)** the request.

To change the Approver, click the  button to the right of the Approver field.

Next, enter the Last Name, Personnel Number or User Name of the desired approver in the appropriate fields and then click the Go button. Then click the button to the left of the desired approver's name.

Once the new approver is selected, you will be returned to the Leave Request screen, the next step is to click the Review button.

MySCEmployee Employee Self Service – Leave Request



Step 2, **Review and Send**, displays the information input during the first step. If you are satisfied with the information, click the **Send** button and the request will be sent to your manager for approval.

Note: In the example below the employee requested Nov. 6 off and the system automatically pulled 9 hours from the employee's annual leave quota based on the employee's work schedule. This employee normally works 9 hours on Fridays. If this employee's work schedule indicated that he/she only worked 8 hours on Fridays, then 8 hours would be automatically deducted.

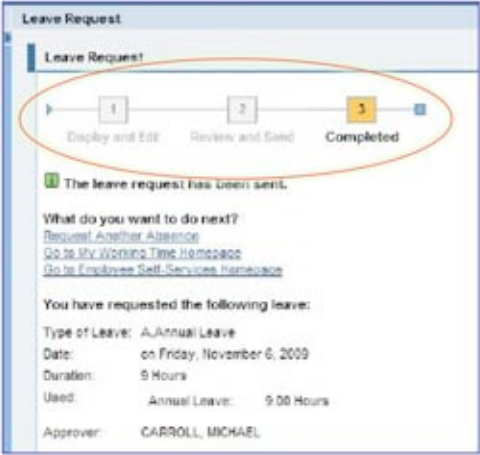
53

Step 2, **Review and Send**, displays the information input during the first step. If you are satisfied with the information, click the **Send** button and the request will be sent to your manager for approval.

Note: In the example below the employee requested Nov. 6 off and the system automatically pulled 9 hours from the employee's annual leave quota based on the employee's work schedule. This employee normally works 9 hours on Fridays. If this employee's work schedule indicated that he/she only worked 8 hours on Fridays, then 8 hours would be automatically deducted.

MySCEmployee Employee Self Service – Leave Request

Step 3, **Completed**, indicates that the leave request has successfully been sent to the manager for approval.



The screenshot displays the 'Leave Request' page in the MySCEmployee system. At the top, the title 'MySCEmployee Employee Self Service – Leave Request' is shown alongside the SOEIS logo. A progress bar indicates the status of the request, with three steps: '1 Deploy and Edit', '2 Review and Send', and '3 Completed'. Step 3 is highlighted in yellow and circled in red. Below the progress bar, a message states 'The leave request has been sent.' followed by links for 'Request Another Absence', 'Go to My Working Time Homepage', and 'Go to Employee Self Services Homepage'. A section titled 'You have requested the following leave:' lists details: Type of Leave: Annual Leave, Date: on Friday, November 6, 2009, Duration: 8 Hours, Used: Annual Leave: 9.00 Hours, and Approver: CARROLL, MICHAEL.

54

Step 3, Completed, indicates that the leave request has successfully been sent to the manager for approval.

MySCEmployee Employee Self Service – Leave Request

SC EIS
South Carolina Employee Information System

Note: The calendar, which appears on the main leave request page, displays leave requests that have been approved in **blue**, and those that have been submitted for approval in **pink**.

More detailed information regarding the leave request process is included in the Employee Self Service – Time Entry Course.

Note: The calendar, which appears on the main leave request page, displays leave requests that have been approved in blue, and those that have been submitted for approval in pink.

More detailed information regarding the leave request process is included in the Employee Self Service – Time Entry Course.

MySCEmployee Employee Self Service – Leave Request Status

SOEIS
South Carolina Employee Information System

After submitting a leave request, the status may be viewed by clicking the **Show Overview of Leave** link.

Next, a table listing all recent leave requests is displayed. The table will display the type of leave, the dates, the number of hours used and the status of the request. The status are:

- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the **Hide Overview of Leave** link to return to the Calendar View.

Type of Leave	From	To	Status	Used
A Annual Leave	11/25/2009	11/27/2009	Sent	9.50 Hours
A Annual Leave	11/16/2009	11/16/2009	Rejected	
A Annual Leave	10/30/2009	10/30/2009	Approved	9 Hours
A Annual Leave	10/28/2009	10/28/2009	Sent	3 Hours
A Annual Leave	10/27/2009	10/27/2009	Sent	9.50 Hours


56

After submitting a leave request, the status may be viewed by clicking the Show Overview of Leave link. Next, a table listing all recent leave requests is displayed. The table will display the type of leave, the dates, the number of hours used and the status of the request. The status are:

- Sent (approval is still pending)
- Rejected
- Approved

After reviewing the approval status, click the Hide Overview of Leave link to return to the Calendar View.

MySCEmployee Employee Self Service – Deleting a Leave Request



If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the **Show Overview of Leave** link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

The Leave Request details will display below the table, click the **Delete** button. Next click the **Review** button. To confirm the request should be removed, click the **Delete** button again. Once the request has been deleted, a confirmation message will display

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

[Show Team Calendar](#) [Hide Calendar](#) [Show Time Account](#) [Show Overview of Leave](#)

Leave Date	From	To	Status	Used
1/10/2010	9:00 AM	10:00 AM	Not	0:00 Hours
1/10/2010	11:00 AM	12:00 PM	Approved	0:00 Hours
1/10/2010	1:00 PM	2:00 PM	Approved	0:00 Hours
1/10/2010	3:00 PM	4:00 PM	Approved	0:00 Hours
1/10/2010	5:00 PM	6:00 PM	Approved	0:00 Hours

Submit New Request

You have selected the following leave request:

Type of Leave: Annual Leave

Date: 1/10/2010

Time: 9:00 AM To 10:00 AM

Duration: 1 hour

Used: Annual Leave 0:00 Hours

Approver: CARROLL, MICHAEL

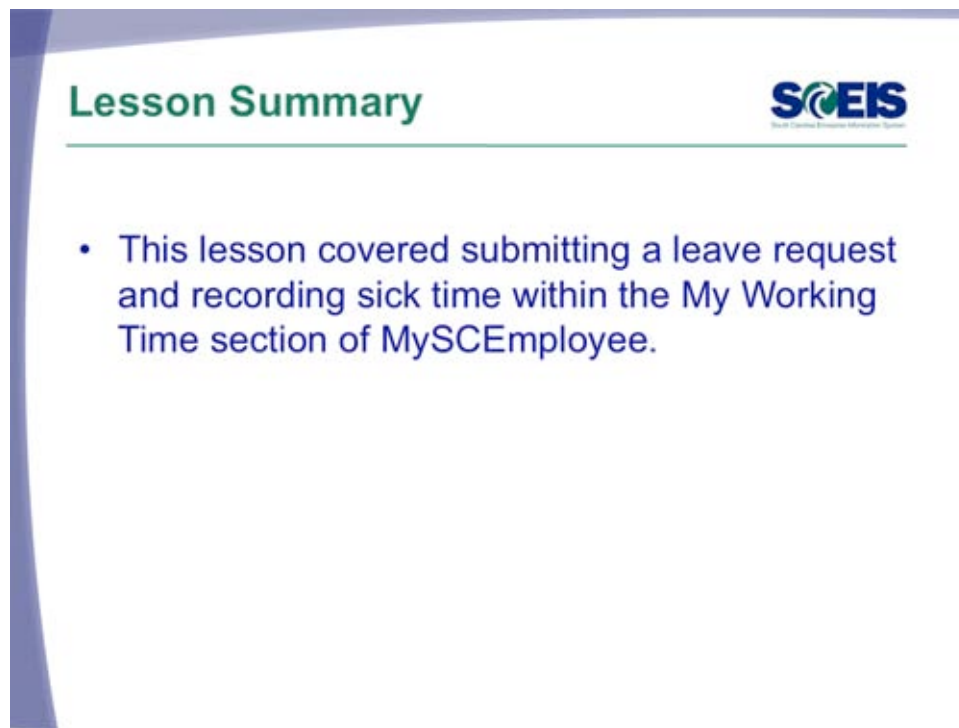
[Previous Step](#) [Change](#) [Delete](#) [Cancel](#)

If after submitting a leave request for approval or after a request has been approved, an employee should delete the request if he/she decides the leave request is no longer needed.

To delete a leave request after it has been submitted for review or been approved, click the Show Overview of Leave link.

Next, a table listing of all recent leave requests will display. Click the button to the left of the leave request you want to delete.

The Leave Request details will display below the table, click the Delete button. Next click the Review button. To confirm the request should be removed, click the Delete button again. Once the request has been deleted, a confirmation message will display

A graphic representing a presentation slide. It has a light blue background with a darker blue curved border on the left and top. The title "Lesson Summary" is in green at the top left. The SOEIS logo is at the top right. A single bullet point is in the center.

Lesson Summary

SOEIS
South Carolina Employee Information System

- This lesson covered submitting a leave request and recording sick time within the My Working Time section of MySCEmployee.

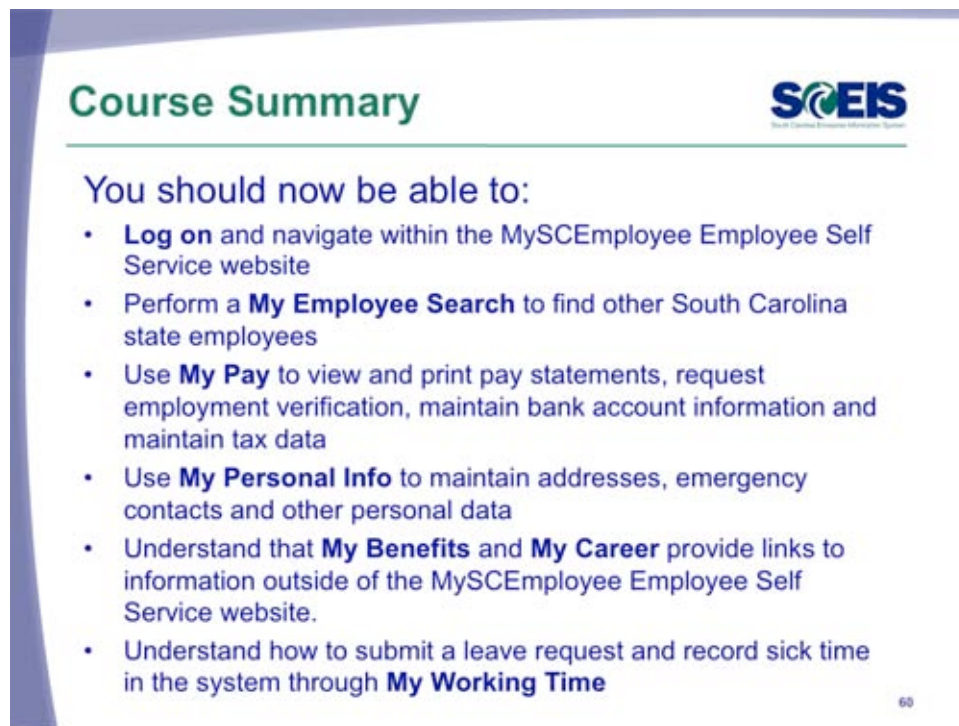
Lesson Summary

You should now be able to:

- Understand how to access career information



COURSE SUMMARY



The slide is titled "Course Summary" in green text. In the top right corner is the SOEIS logo, which consists of the letters "SOEIS" in blue with a green circular graphic element. Below the title, the text "You should now be able to:" is followed by a bulleted list of six items. The items describe various self-service capabilities: logging on, performing employee searches, viewing pay statements, maintaining personal information, understanding external links for benefits and career, and submitting leave requests. A small number "60" is visible in the bottom right corner of the slide.

Course Summary


You should now be able to:

- **Log on** and navigate within the MySCEmployee Employee Self Service website
- Perform a **My Employee Search** to find other South Carolina state employees
- Use **My Pay** to view and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Use **My Personal Info** to maintain addresses, emergency contacts and other personal data
- Understand that **My Benefits** and **My Career** provide links to information outside of the MySCEmployee Employee Self Service website.
- Understand how to submit a leave request and record sick time in the system through **My Working Time**

60

You should now be able to:

- **Log on** and navigate within the MySCEmployee Employee Self Service portal
- Perform a **My Employee Search** to find other South Carolina state employees
- Use **My Pay** to view and print pay statements, request employment verification, maintain bank account information and maintain tax data
- Use **My Personal Info** to maintain addresses, emergency contacts and other personal data
- Understand that **MyBenefits** and **My Career** provide links to information outside of the portal
- Understand how to submit a leave request and record sick time in the system through **My Working Time**



Evaluation

SCEIS
South Carolina Employee Information System

*Please complete the course evaluation
by clicking the “Launch Course
Evaluation” link below.*

Your input will help to shape future
enhancements to the
SCEIS End User Training Program

Launch Course Evaluation

61

Please complete the course evaluation by clicking the “Launch Course Evaluation” link below.

Your input will help to shape future enhancements to the SCEIS End User Training Program.

To access the course evaluation go to:

[http://www.surveymonkey.com/s.aspx?
sm=K6SLTI2HeGJBMWwSyj8SZA_3d_3d](http://www.surveymonkey.com/s.aspx?sm=K6SLTI2HeGJBMWwSyj8SZA_3d_3d)